

EDITED TASK LISTING

CLASS: Accountant I (Supervisor)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Plans the work of subordinate staff in revolving fund, accounts payables, accounts receivables, cashiering, travel, inmate trust, etc. in order to carry out the daily, monthly, and yearly functions of the accounting office, using California State Accounting Regulations (CALSTARS) manuals, State Administrative Manual (SAM), Departmental Operations Manual (DOM), Financial Information Memos (FIM), Inmate Welfare Fund (IWF) Manual, Inmate Trust Manual, knowledge of accounting principles and practices, etc. in accordance with policies and procedures (e.g., SAM, FIM, DOM, etc.).
2.	Organizes the work of subordinate staff in revolving fund, accounts payables, accounts receivables, cashiering, travel, inmate trust, etc. in order to carry out the daily, monthly, and yearly functions of the accounting office, using California State Accounting Regulations (CALSTARS) manuals, State Administrative Manual (SAM), Departmental Operations Manual (DOM), Financial Information Memos (FIM), Inmate Welfare Fund (IWF) Manual, Inmate Trust Manual, knowledge of accounting principles and practices, etc. at the direction of the supervisor.
3.	Directs the work of subordinate staff in revolving fund, accounts payables, accounts receivables, cashiering, travel, inmate trust, etc. in order to carry out the daily, monthly, and yearly functions of the accounting office, using California State Accounting Regulations (CALSTARS) manuals, State Administrative Manual (SAM), Departmental Operations Manual (DOM), Financial Information Memos (FIM), Inmate Welfare Fund (IWF) Manual, Inmate Trust Manual, knowledge of accounting principles and practices, etc. at the direction of the supervisor.
4.	Oversees the payment of purchase orders, contracts, leases, and grants in order to ensure payment was made and continue to receive goods and services needed to perform the daily operations of the department, using guidelines, policies, and procedures, knowledge of deadlines and payment requirements, effective communication skills, CALSTARS, computer applications, calculators, knowledge of arithmetic, etc. at the direction of the supervisor and according to the terms of the contracts.
5.	Oversees cashiering duties and revolving fund unit which include receipting, coding, identifying, and depositing of all monies, processing payroll, maintaining uncleared collection reports, printing checks, reviewing checks, approving or requesting payments for salary advances and clearances, approving or reviewing check requests, effective communication skills, CALSTARS, computer applications, etc. to ensure accuracy and prevent errors, safeguard the assets of the department, and ensure compliance with SAM, FIM, DOM, etc., using internal controls, reports, guidelines, policies, and procedures, Trust Manual, Administrative Bulletins, Personnel contact, knowledge of arithmetic, and calculators, at the direction of the supervisor, and in accordance with policies and procedures (e.g., SAM, FIM, DOM, etc.).

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6.	Verifies deposits completed by the cashier or assistant cashier in order to ensure accuracy using knowledge of arithmetic, calculators, deposit slips, knowledge of accounting principles, auditing skills, etc. at the direction of the supervisor and in accordance with policies and procedures (e.g., SAM, FIM, DOM, etc.).
7.	Gathers data for various financial or management reports (e.g., quarterly accounts receivable report, monthly reports, outstanding salary advances, 90-day encumbrance report, contract invoices pending approval report, etc.) in order to track expenditures, payments, deposits, accruals, etc., provide information to management and institution staff, and create reports, using CALSTARS, Monarch computer program, pending invoices, ledgers/logs, bins, contracts, purchase orders, institution contacts, communication skills, auditing skills, payables staff, and knowledge of accounting principles and procedures, etc. daily, monthly, or quarterly as needed.
8.	Trains staff in order to ensure that they perform duties correctly and efficiently using training manuals, desk procedures, office equipment, communication skills, tact, patience, institution procedure manuals, etc. as needed or as directed by the supervisor.
9.	Evaluates the performance of subordinates in order to ensure compliance with departmental expectations, ensure compliance with laws, SPB/DPA rules, etc. and determine training needs or improvement, using departmental guidelines and criteria, as dictated for the probationary period and annually.
10.	Maintains supervisory files for subordinate staff in order to prepare probationary and annual evaluations, follow up with training and corrective action, and determine merit salary adjustments, using supervisor manual, departmental policies and procedures, knowledge of staff's workload and performance, etc. on an on-going basis.
11.	Ensures that Equal Employment Opportunity (EEO) objectives are met in order to follow departmental policies on EEO and sexual harassment using knowledge of departmental policies and procedures, sexual harassment and EEO guidelines, EEO office contact, on an on-going basis.
12.	Audits claim schedules (e.g., travel expense claims, employee claims, accounts payables, revolving fund, reimbursement, vacation trust, etc.) in order to ensure accuracy (e.g., approvals, discounts, calculations, sales tax, supporting documentation is included, contract terms followed, data entry, etc.) using CALSTARS printouts, auditing skills, accuracy, SAM, desk procedures, claim schedule face sheet checklist, knowledge of arithmetic, etc. on a daily basis.
13.	Analyzes subordinates' workload in order to ensure efficiency, make sure deadlines are met, and ensure that internal controls are kept, using results from desk and bin reviews, trust input batches, CALSTARS, communication skills, tact, knowledge of deadlines, departmental policies and procedures, knowledge of internal controls, job duties statements, etc. as needed and/or directed by policy changes.

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14.	Reviews check requests (e.g., parole release funds, vendor revolving fund, expense claims, salary and travel advances, etc.) to ensure accuracy, compliance with SAM and FIM, and meet deadlines using invoices, direct pay requests, clearances, vendor information, approvals, encumbrances, discounts, SAM, FIM, policies and procedures, auditing skills, accuracy, etc. as needed.
15.	Communicate with vendors on complex issues in order to resolve payment discrepancies, etc. and/or to explain policies, procedures, and guidelines set forth in SAM, contracts, purchase orders, utilizing effective communication skills, tact, etc. as needed and or requested by staff or supervisor.
16.	Input information into office forms, worksheets, and spreadsheets in Excel and Word in order to document and track account information using knowledge of Microsoft Word and Excel, computer skills, payment logs, invoice logs, check logs, CALSTARS reports, etc. as directed by your supervisor or as needed.
17.	Review document reports for abnormal balances in order to discover and correct errors and reconcile information, using CALSTARS reports, trust reports, clearance documents, institution contacts, analytical skills, auditing skills, accuracy, knowledge of accounting principles, etc. as directed by the supervisor.
18.	Audit petty cash and cash release funds to ensure accuracy, reduce error, and safeguard departmental assets, using SAM, FIM, DOM, Title 15, analytical skills, auditing skills, accuracy, knowledge of arithmetic, etc. in accordance with departmental policies and procedures and SAM.
19.	Review daily error correction reports (CALSTARS) in order to ensure corrections have been made and provide input using CALSTARS manual, communication skills, analytical skills, auditing skills, accuracy, original documents, etc. on a daily basis.
20.	Resolve accounting issues with State Controllers Office (SCO) pertaining to claim schedules or warrants to ensure compliance with SCO's guidelines using SAM, SCO guidelines, communication skills, tact, analytical skills, knowledge of accounting principles, etc. as needed.